



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
34101 FARENHOLT AVE.
SAN DIEGO, CALIFORNIA 92134-5291

NSHSSDIEGOINST 1740.2C
NSHS 010

JAN 29 2010

NSHS SAN DIEGO INSTRUCTION 1740.2C

From: Commanding Officer

Subj: STUDENT ORIENTATION PROGRAM

Ref: (a) OPNAVINST 1740.3B
(b) Uniformed Code of Military Justice

Encl: (1) Student Orientation Minimum Briefing Topics
(2) NSHS San Diego Student Information Booklet
(3) Student Orientation Acknowledgment Page 13

1. Purpose. To establish a standardized orientation process and provide information that will assist new students in the transition to the training environment.

2. Cancellation. NSHSSDIEGOINST 1740.2B

3. Background.

a. Per reference (a), commands are required to establish a Command Indoctrination Program to provide command and area-specific information to new arrivals at the command. To alleviate any confusion between the indoctrination programs for Naval School of Health Sciences, San Diego (NSHS SD) staff and students, the student program will be referred to as the Student Orientation Program.

b. Enclosure (1) provides guidance on the topics which will be presented during the orientation period. Enclosure (2) consolidates information regarding current directives and policies of interest to student personnel. It is intended to be informative and regulatory in nature. Material contained herein has been extracted from NSHS SD, and Naval Medical Center, San Diego (NMCSD) instructions, U.S. Navy Regulations, U.S. Navy Uniform Regulations, Uniform Code of Military Justice and other established naval laws, customs, and traditions. Copies of pertinent instructions may be obtained from Military Advisors. Enclosure (3) validates that each student has been briefed on expectations and responsibilities associated with the listed topics.

4. Policy

a. The student orientation process will begin on the convening day and will continue until all required information has been provided, usually within two to three days.

b. Effectiveness of the Student Orientation Program will be measured on the End of Course Critique and incorporated into the Annual Curriculum Review process.

5. Responsibilities

a. The Commanding Officer is responsible for program policy and assessment of effectiveness of the program.

JAN 29 2010

b. Department Heads are responsible for ensuring implementation of the Student Orientation Program for students enrolled in courses under their cognizance.

c. Program Directors are directly responsible for the establishment, implementation and evaluation of the Student Orientation Program for students enrolled in their courses.

d. Military Advisors are responsible for:

(1) Scheduling appropriate representatives to address their class during Student Orientation Program.

(2) Preparing required handouts, to include those in support of the topics listed on enclosure (1) and enclosure (2) which will be distributed to each student.

(3) Ensuring each student initials and signs enclosure (3) Student Orientation Acknowledgement Page 13, during the indoctrination period. In the event that a student is absent from a portion of the Student Orientation, the Military Advisor will ensure the student receives all required indoctrination information and complete enclosure (3) as required. A copy will be maintained in each student record to verify each student has received all required training and information.

(4) Students who report prior to class convening date will be assigned to the Holding Company. Holding Company personnel will ensure students are familiar with the information contained in enclosure (2) and have them sign enclosure (3).

e. Enrolled students are responsible for becoming familiar with command instructions, policies and notices and will be held responsible for having knowledge of such.

6. Action

a. Program Directors shall establish a Student Orientation Program utilizing the guidance provided within this directive and include at least the required topics listed in enclosure (1).

b. Students will participate in the Student Orientation Program and ask appropriate questions to ensure understanding of the information provided.

c. Each student will be issued a copy of enclosure (2) upon arriving at NSHS SD. Off-site locations will modify information included in enclosure (2) to reflect local policies and information specific to their location.


D. M. RYKEN

Distribution:
Lists A and B

STUDENT ORIENTATION MINIMUM BRIEFING TOPICS **JAN 29 2010**

1. The following subjects will be addressed in the Student Orientation Program. Individuals should address all new classes to discuss their specific role(s) in the command and pertinent policies they are involved with, as well as their office location, if applicable:

a. Commanding Officer/Officer In Charge - Personal philosophy, rules of success.

b. Executive Officer - Chain of Command, command policies, routine regulations, rights and responsibilities.

c. Command Master Chief - function in the command, the Professional Development Board, quality of life issues, good order and discipline and Leave, Liberty and Sick Call.

d. Chaplain - Suicide awareness and Pastoral Care Services.

e. Command Career Counselor (CCC)/Retention Team Member. All available career enhancing programs, obligated service, reenlistment, and follow-on orders.

f. Drug and Alcohol Program Advisor (DAPA) - Command Drug and Alcohol Abuse Policy.

g. Command Managed Equal Opportunity Officer (CMEO)/Command Assessment Team Member - Grievance procedures.

h. Academic Directorate Representative - Academic resources available to all students.

i. Education Services Officer (ESO) - Training, educational services, and advancement information.

j. Security/Legal Officer - Command security issues, off limit establishment, parking, and legal brief.

k. Command Safety Officer/Department Safety Petty Officer - Exposure to blood borne pathogens, on/off duty injury reporting, evacuation procedures and motorcycle safety.

l. Morale, Welfare and Recreation Committee Chairperson/Departmental Representative - Recreation services.

m. Departmental Physical Fitness Coordinator - Current Physical Fitness Program policies, testing cycles and FAP Program.

n. Navy Rights and Responsibilities Workshop

2. Information concerning the following topics, per reference (a), is to be provided by the Military Advisor or subject matter representative during orientation:

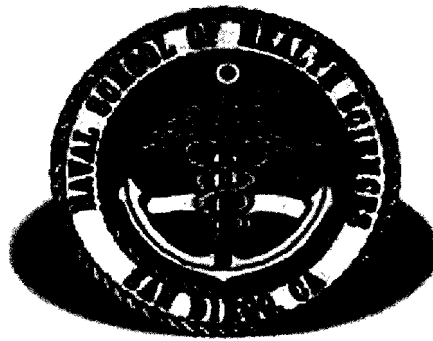
Enclosure (1)

- JAN 29 2010**
- a. Mission, Vision and Strategic Goals of the command
 - b. Academic Honor Code
 - c. Class schedules/daily routine
 - d. Student Evaluation Plan
 - e. Testing procedures and policies
 - f. Student evaluation
 - g. Student awards
 - h. Academic Review Boards
 - i. Request Mast procedures
 - j. Standards of Conduct, attire, and grooming
 - k. Enlisted Conduct Review Boards
 - l. Recreation services, off limit areas, and off limit establishments
 - m. Personnel and disbursing services
 - n. Medical and dental services
 - o. Family services available
 - p. Vehicle registration
 - q. Energy awareness
 - r. Command lay-out
 - s. BEQ Policy
 - t. Watchbill
 - u. Post Deployment Health
 - v. Motorcycle Safety

NSHSSDIEGOINST 1740.2C

JAN 29 2010

NSHS STUDENT INFORMATION



BOOKLET

JAN 29 2010TABLE OF CONTENTS

	<u>Page</u>
Welcome Aboard	1
Mission/Vision	2
Academic Honor Code	2
Accreditation	2
Address (Mailing)	2
Airlines Ticket Office	3
Alcohol Policy	3
Arrive Alive Program	4
Automobiles (Private)	4
Basic Allowance for Housing	5
Bachelor Enlisted Quarters Regulations (Quarters)	5
Bachelor Enlisted Quarters Building 41 Visitor Policy	6
Books and Supplies	6
Buildings	7
Chain of Command	7
Chaplain Services	8
Classroom Regulations	8
Clothing	9
Coast Guard Personnel	10
Complaints/Grievances	10
Computer/Internet Usage	10
Disenrollment	11
Educational Services Office	12
Education Services Support Department	12
Elective Surgery	12
Emergency Phone Numbers	12

1 JAN 29 2010

Exchange Facilities (NEX)	12
Family Advocacy	13
Foreign Languages	14
Fraternization	14
Gambling	14
Government Transportation	14
Graduation	15
Graduation Honors/Special Recognition	15
Grooming Standards (Male)	15
Grooming Standards (Female)	16
Health Care	16
Hitchhiking	17
Hold Status	17
House Hunting Leave	18
Housing Referral Office	18
Identification Cards	18
Indebtedness	19
Inspections	19
Jewelry	19
Laundry Facilities	19
Leave	19
Legal Services	20
Liberty	21
Liberty in Tijuana	21
Linen	22
Maintenance Issue	22
Meals, Messes and Dining Facilities	22

10/24/10

Morale, Welfare and Recreation	23
Navy/Marine Corps Relief	23
Off-Duty Education	23
Off-Duty Employment	23
Off-Limits Establishments	23
Ombudsman	24
Pay	24
Physical Readiness and Health	24
Plan of the Week	25
Post Office	25
Recreation and Sporting Facilities	25
Red Cross	26
Responding to Suicidal Ideation	26
Restricted Areas on NMCSO Compound	26
Safety	26
Scholastic Participation	27
Service Member's Rights and Responsibilities	28
Set Back	28
Sexual Assault	28
Sexual Harassment	29
Sick-In-Quarters Policy	29
Student Advisory Board	30
Student Bill of Rights	30
Student Lockers	30
Substance Abuse	31
Telephones	31
Tobacco and Tobacco Products	32

JAN 29 2010

Voter Assistance	32
Useful Phone Numbers and Websites	32
Appendix A	A-1

JAN 29 2019

Welcome Aboard From the Commanding Officer

Welcome to the Naval School of Health Sciences, San Diego (NSHS SD) and the best medical training opportunity anywhere. This handbook has been specifically prepared for you. Read it now! Study it today! You are responsible for all the information in this handbook.

As a student, you are a guest aboard the Naval Medical Center, San Diego Compound and therefore, you represent Navy Medicine. Always present a positive image, respect your shipmates, their families and yourself, and remember our core values of Honor, Courage, and Commitment.

The primary duty of the entire staff of NSHS San Diego is to support quality training, to provide you with the knowledge, skills and abilities of your new health science specialty and, to further develop your military skills. Your primary duty is to learn. Our instructors and support staff will give 100% to help you successfully complete your training. You, in turn, are expected to give 100% effort to learn your craft and to be medically, physically, educationally and morally ready to deploy.

Remember, you are training to become the future of one of the best organizations in the U.S. Navy, Navy Medicine. Work hard, study hard, ask questions and seek help when you need it. I look forward to presenting you with your graduation certificate and sincerely hope you make the most of the opportunities available to you at NSHS San Diego and in the San Diego community.

D. M. RYKEN
CAPT, DC, USN
COMMANDING OFFICER

JAN 26 2010

MISSION/VISION

The Naval School of Health Sciences, San Diego (NSHS SD) is a branch campus of Navy Medicine Manpower, Personnel, Training and Education Command (NAVMED MPT&E). Our mission is to "Educate, train and develop medical personnel in support of Force Readiness" which directly supports NAVMED MPT&E's mission statement to "Deliver the right number of personnel, at the right time, with the right skills, at the best value, supporting the multiple missions." Our vision is "To be the gateway for premier medical education, training, development and opportunity for life long learning."

ACADEMIC HONOR CODE

I WILL NOT LIE, CHEAT, OR STEAL OR TOLERATE ANYONE ELSE THAT DOES

The Academic Honor Code is a set of rules based on the Navy's Core Values that governs the conduct of students assigned to NSHS SD. Each student is expected to exhibit honesty and integrity in all aspects of their military and personal lives, including their academic pursuits.

These rules require that each student accept his/her role as a member of the academic community and execute that role with self-confidence, determination, hard work and a desire to excel. Students will not violate nor permit other persons to violate the provisions of the Academic Honor Code. No student may provide or accept unauthorized assistance on an academic activity that is not otherwise prescribed or authorized by an instructor.

ACCREDITATION

Academic programs offered by NAVMED MPT&E and NSHS SD are accredited by the Council on Occupational Education (COE). Students enrolled in COE accredited programs are encouraged to resolve grievances related to academic issues at the institutional level, but are encouraged to contact COE if satisfactory resolution is not obtained. Grievances may be submitted in written format to the following address:

41 Perimeter Center East, N.E.
Suite 640
Atlanta, GA 30346

<http://www.council.org/>
(770) 396-3898 or (800) 917-2081

ADDRESS (MAILING)

Advise correspondents of your correct mailing address. A sample is shown below:

HN John B. Doe, USN/USNR
Naval School of Health Sciences
Course (e.g. MLT, PMT), Class No. 00000-00
34101 Farenholt Avenue
San Diego, CA 92134-5291

JAN 29 2010AIRLINES TICKET OFFICE

The Scheduled Airlines Ticket Office (SATO) and the Commercial Travel Office (CTO) are located at Naval Station, 32nd Street, Dry Side, across from the Navy Exchange (619) 231-7111. For other than official travel, contact the Leisure Travel Office at Marine Corps Recruit Depot (MCRD), San Diego, CA, Building 118 at (619) 295-7286.

ALCOHOL POLICY

In compliance with California State laws, the purchase, possession, or consumption of alcoholic beverages in California by any person under the age of 21 on or off base is illegal and punishable as a misdemeanor. Members of this Command shall conform to applicable state drinking laws. The Command Policy on Alcohol Abuse is "Zero Tolerance" and will be strictly enforced.

The command Drug and Alcohol Program Advisor (DAPA) is available to provide assistance, guidance, counseling and referral to all personnel. Training is provided during the Student Orientation Program Training on alcohol awareness, available services, referral and self-referral processes, and after-care responsibilities.

An Alcohol Related Incident (ARI) is any conduct or behavior related to the possession or use of alcohol, which results in medical care or involvement with civil and/or military authorities. Drinking is prohibited eight hours prior to class and/or assuming the duty. Reporting for class or duty while under the influence of alcohol will result in disciplinary action.

The following actions shall be taken in response to a substantiated ARI incurred by students:

1. Students will be screened by the Command DAPA prior to appearing before the Executive Officer. At a minimum, the incident will be documented on a Page 13 and will be included in a special evaluation. For a substantiated Driving Under the Influence (DUI), military bearing will be marked no higher than 2.0 and a "not recommended" for advancement recommendation for one year.

2. Mandatory disqualification from any administrative program such as "C" school, Enlisted Navy Career Option for Reenlistment (ENCORE), Sailor of the Quarter, Sailor of the Year, Hometown Area Recruiting Program (HARP) or frocking for one year.

3. Mandatory disenrollment from their program, reassignment to Holding Company and be made available for orders.

4. In the case of DUI, on-base driving privileges and motorcycle safety qualifications will be suspended.

JAN 29 2010

ARRIVE ALIVE

Arrive Alive is Navy Region South West program endorsed by the command that provides transportation to personnel that find themselves in a situation where their ability to operate a motor vehicle is impaired. The program provides safe transportation from local establishments to the student's home, up to \$50. Please contact any DAPA representative to avail of this program.

AUTOMOBILES (PRIVATE)

All personnel are required to register their vehicle with NMCS Security in Building 26 (2-B) and must meet all pass and decal requirements to be able to park on base and in the "O" Lot. Visitors without a DOD decal must acquire a temporary pass from NMCS Pass and Decal Office. Personnel bringing in-state or out-of-state vehicles into the state of California must obtain a California smog test inspection if their vehicle is more than four model years old. The Pass and Decal Office can issue a temporary decal for up to one month without the smog test certification but requires the certification in order to issue a permanent decal. Pass and Decal Office can be reached at 619-532-6019.

The following general parking guidelines are presented for information.

1. Permanent party NSHS SD staff, E5 and above are authorized to park in the "H" Lot in front of Building 14.
2. Permanent party NSHS SD staff, all ranks, may park in the "O" Lot and the spaces along the road leading down behind the Admiral's Quarters. It is highly recommended that personnel do not park in the "O" Lot after hours.
3. NSHS SD guests must park in the "O" Lot with the exception of approved VIP guests who are authorized to park in the "H" Lot. Reserved parking for special guests must be coordinated through the Facilities Department.
4. BEQ resident staff and students, E1-E9, are authorized to park behind Bldg. 14 on a first come, first serve basis, in the "O" Lot and in the parking garage located across from Building 26. BEQ residents are required to obtain a resident sticker for your vehicles from NMCS Security.
5. Non-Resident students, E1-E9, and Holding Company personnel are authorized to park in the "O" Lot only.
6. Students may park in staff parking areas between 1430 and 0600, except in reserved and handicapped spaces. Vehicles must be moved from staff parking areas no later than 0600 on normal working days.
7. Privately owned vehicles may not be parked at the NSHS SD loading dock at any time.
8. No vehicle shall be parked on station in excess of a 48 hour period without prior approval by NMCS Security.

JAN 29 2010

9. Students are required to comply with all current NMCS D parking regulations or they may be subject to disciplinary action under the UCMJ that can include loss of base driving and parking privileges. The NSHS SD CMAA can be contacted for the most current information regarding parking regulations and will disseminate any changes as necessary.

BAH

Single students, E-3 and below, are not authorized to live off base. Single E-4 students may request approval to live off-base, but approval is dependent on BEQ 41 occupancy levels. Single E-4 students who were receiving BAH at their last command or who shipped household goods to the San Diego area do not automatically qualify for BAH. Single students, E-5 and above, are authorized to live off-base, but are required to submit a request chit for BAH with adjusted San Diego rates.

BAH requests must be routed through the students' respective chain of command to the Administrative Services Department. In addition, E-4 students must include documentation of financial counseling and non-availability stamp from the BEQ 41 Manager. Students shall not enter into any off-base rental agreement before BAH request is approved.

The following request chit should be submitted:

1. Respectfully request permission to move/live off base and receive BAH.

Incoming married students do not need to submit a request chit for BAH, as it should automatically continue once you are officially checked into and gained at NSHS SD with the adjusted San Diego rates.

All students who live off base must be on time for all musters. Failure to be on time will result in an Unauthorized Absence and may result in having your off-base housing privileges revoked. Individuals living off base are required to provide the school with their telephone number and local address for recall purposes.

BEQ (QUARTERS) REGULATIONS

Students are billeted at BEQ 41 upon arrival at NSHS, San Diego. Due to the limited quarters, students may be authorized to reside off base when required occupancy levels are met. Single Basic Allowance for Housing (BAH) is not automatic when checking onboard or because of previous authorization from your detaching command. (See BAH section above) Weekly field day is conducted on Thursdays with mandatory inspections conducted Friday mornings, however rooms are subject to inspection at all times.

Geographical bachelors are permitted to reside in the BEQ on a space available basis, but may be informed to vacate the BEQ at any time as occupancy levels increase.

More specific guidelines addressing the rules and regulations of the BEQ are available from the BEQ staff and the BEQ Welcome Aboard Package.

JAN 29 2010

BACHELOR ENLISTED QUARTER (BEQ) 41 VISITOR POLICY

A visitor is defined as any person, military or civilian, who is not assigned to a berthing space. Sponsors are responsible for the behavior of their visitors and for any damage to government property caused by their visitor. This includes both resident visitors and non-resident guests.

Children under 12 years old must be under adult supervision. Guests, regardless of sex, are strictly prohibited from remaining in BEQ Building 41 overnight.

1. All residents must log their guests in and out at the front desk located on the first deck quarterdeck of Building 41. The guests will be issued a visitor's pass. A picture ID from each guest will remain at the front desk until the visitor pass is returned.

2. Visiting hours for BEQ Building 41 are 0800-2200. Visitors and sponsors must report to the Quarterdeck 15 minutes prior to end of the visiting hours.

3. Sponsor must accompany guest at all times. Unescorted guests are not permitted in BEQ Building 41.

4. Individual rooms are off-limits to visitors. Visitors are not authorized on floors assigned to members of the opposite sex i.e., females on first floor only. Visitors of the opposite sex can only be entertained at the front desk lounge.

5. Civilian guests under the age of 18 are allowed in the BEQ Building 41 during visiting hours only if their parents or guardians accompany them.

6. Guest desiring an exception to remain on board with their sponsor after 2200 will be restricted to the front desk lounge.

7. Absolutely no overnight guests are allowed in the BEQ Building 41. Visitors are NOT allowed to sleep in the rooms at any time.

8. Residents of other BEQs are considered visitors.

9. Failure to comply with the above VISITOR'S POLICY is considered a direct violation of the NSHS San Diego policy and subjects the resident to disciplinary action.

BOOKS AND SUPPLIES

Students are expected to provide their own school supplies such as notebooks and filler paper. Each student is required to have a black ink pen and a No. 2 pencil. A medical dictionary and a wristwatch with second hand are highly recommended. Supplies are available at the Navy Exchange located in Building 26. Students will be issued textbooks required for use during their program and are responsible for their return in the same condition as issued. If the book is lost or damaged, the student will be required to replace the book.

JAN 29 2010

BUILDINGS

Buildings that will be utilized by students are listed below:

Bldg 1, NMCSD	Military Medicine Clinical Spaces Dining Facility Red Cross Navy Exchange McDonald's Optical Shop Barber Shop US Post Office ATM
Bldg 2, NMCSD	PSD Scheduled Airline Ticket Office (SATO), Official Travel Moral Welfare and Recreation Ticket Office
Bldg 3, NMCSD	Clinical Spaces Subway
Bldg. 4, NMCSD	Chapel
Bldg. 5, NMCSD	Medical Library
Bldg. 12, NMCSD	Base Gym Pool Racquet Ball Courts Sauna
Bldg. 14, NSHS	Academic Spaces Instructor Offices Learning Resource Center Student Mailroom
Bldg. 26, NMCSD	Student Berthing Navy Exchange Dry Cleaning and Tailor Shop Gym/Weight Room Pass and Decal Phone Center Liberty Café Navy College ATM Coffee Shop
Bldg. 41, NMCSD	Student Berthing

CHAIN OF COMMAND

The chain of command is an important tool and is used to facilitate communication to and from the Commanding Officer. The chain of command will be responsive and efficient and provide leadership awareness to individual

JAN 29 '00

requests. Students are expected to utilize the chain of command for help with special request chits and any personal or professional issues including legal, pay, medical, etc. The chain of command cannot help you if you do not keep them informed. The chain of command for students is the Class Adjutant, Military Advisor, Senior Enlisted Advisor and Department Head in their respective program. Student requests will be forwarded up the NSHS SD chain of command as required by the particular request. Navy policy states that approval or disapproval of a request by an individual in the chain of command does not constitute reason for not forwarding the request to the next higher authority.

CHAPLAIN SERVICES

The NMCSO Chaplains' Office provides counseling, education and religious programs support to NSHS SD personnel. Services are available by appointment and can be made by contacting the office at (619) 532-6025. The 24 Hour Chaplain Duty Pager number is 1-800-513-8315 or you may call the NMCSO Quarterdeck at (619) 532-6400 for emergencies.

1. Confidential counseling is available for professional or personal issues. Walk-in counseling is available, but it is recommended that an appointment be scheduled.

2. The Chaplain may refer personnel to other military and civilian support agencies.

DAILY SERVICES AT NMCSO (MON-FRI)	SUNDAY SERVICES AT NMCSO
1200-1230 Roman Catholic Mass, Chapel	0800-0900 Roman Catholic Mass, Chapel
Confession, Small Chapel	0930-1030 Protestant Service, Chapel
	0930-1000 Roman Catholic Mass, 4N

CLASSROOM REGULATIONS

1. The following policies and procedures govern all classes under instruction at this Command:

a. Class periods will normally be 50 minutes in duration with a ten-minute break between class periods.

b. Classes will not be interrupted while in session, except in an emergency. Messages for students shall be delivered to the school either by direct referral, telephone or messenger.

c. Each class shall be supervised by a staff instructor or designee. The Class Adjutant is responsible for mustering students, reporting absences to the instructor and military advisor, classroom decorum, and student conduct.

JAN 29 2010

d. Students are not allowed to sleep in the classroom while class is in session. Students are expected to be fully engaged in the academic process and are expected to remain in the classroom for the entire instructional period. Students will not leave the classroom while class is in session except in the event of an emergency.

e. Food and beverages may be allowed in the classroom at the discretion of the individual Department Head.

f. Tape recorders, Personal Digital Assistants (PDAs), and laptop computers may be allowed in the classroom at the discretion of the Department Head. Personal electronic devices shall not be connected to the DoD Network at any time. Individuals who want to utilize personal electronic device(s) in the classroom shall submit a special request chit for approval specifying the reason for requesting use of the item. Permission will be granted on a case by case basis.

g. Personal wireless routers are prohibited from use in the classroom. Video games, beepers, IPOD's and radios are not approved for use in classrooms. Cellular telephones must be turned off at all times while class is in session.

h. Classroom televisions will be utilized for instructional purposes only. Televisions will be operated only by the instructor or designated audiovisual student assistant.

i. Use of tobacco products, including smokeless products, is strictly prohibited throughout the school. Tobacco products may only be used in the smoking area at the South corner of the parking garage across from bldg. 26.

j. The Military Advisor shall ensure that the classrooms are cleaned and secured after the last class period. All lights shall be turned off and all training aids and equipment returned to appropriate storage areas. All classroom repairs will be reported to the Facilities Department.

CLOTHING

1. Military Uniforms. The Uniform of the Day as prescribed in the Plan of the Week (POW) shall be worn during working hours, while in a duty status, and for prescribed ceremonies and formations. Student sea bag inspections will be conducted per NSHSSDIEGOINST 1020.5 Series.

2. Name Tags. Students are required to wear a blue name tag, 1" x 3" in size, with white lettering to include rank, last name, and specialty school. Facilities Department will issue each student one name tag upon class convening. Replacement name tags may be purchased at the member's expense from the Navy Exchange in Building 26.

3. Utilities/Navy Working Uniform (NWU). Utilities and the NWU may be prescribed for wear on specific occasions in the classroom, but never as a liberty uniform.

JAN 29 2010

4. Civilian Clothing. Students are not permitted to wear civilian clothing during instructional periods. Appropriate civilian clothing may be worn while in an authorized liberty status.

5. Athletic Clothing. Navy PT gear will be worn during the Physical Fitness Assessment, Fitness Enhancement Program and all command PT events. Individual class t-shirts may be worn during departmental PT activities.

6. Mixture of Uniform and Civilian Apparel. No part of the uniform will be worn with or as civilian attire except those articles which do not present a distinctive Navy appearance such as raincoats, shoes, socks, gloves, and underwear. The pea coat, blue work jacket, utility-uniform trousers, if embroidered, knit (watch) cap, etc., are items not permitted to be worn with civilian clothes.

COAST GUARD PERSONNEL

Students who are members of the United States Coast Guard (USCG) will obtain administrative support specific to this service from the Personnel Reporting Unit USCG Station, CG Activity, San Diego located at 2710 N. Harbor Drive. The contact number is (619) 278-7033 or (619) 295-3121 for emergencies only.

Department of Transportation (DOT) auto registration decals may be used on board NMCS compound; however, all vehicles must be registered with NMCS Security. Once registered, members may retain their DOT decals and add the NSHS identifying sticker. Failure to do so will jeopardize parking and driving privileges.

COMPLAINTS/GRIEVANCES

Students with complaints or grievances should contact their chain of command for informal or formal requests per current Department of the Navy and/or NSHS SD policies as appropriate.

COMPUTER/INTERNET USAGE

Students may use personal laptop computers in class at the discretion of the Department Head. However, personal electronics (computers, IPODs, etc.) may not be connected to the NSHS LAN unless authorized by the CO. The Learning Resource Center is located on the first deck and is available for general computer use by NSHS SD staff and students.

The Internet is an open transmission medium and must be treated as lacking foolproof privacy and security safeguards. Therefore, sensitive or confidential material shall not be transferred to personal computers or exchanged via the Internet.

Any improper use of government and/or personal computers, Internet or E-mail is not acceptable and will not be permitted. Unacceptable use includes, but is not limited to the transmission, receipt or storage of any information of a discriminatory or harassing nature; or materials that are obscene or X-rated. Harassment of any kind is prohibited. No message with

JAN 28 1997

derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through the E-mail or Internet systems. Electronic media may not be used for any illegal purpose, or against the government or contrary to the best interest of the Navy. Solicitation of non-command business or any use of NSHS SD E-mail or Internet for personal gain is prohibited.

Violation of these policies for command and/or personal computers may result in administrative or criminal actions under the Uniform Code of Military Justice or Federal, State or local laws.

DISENROLLMENT

1. Students may be recommended for disenrollment by their Military Advisors, instructor, counselors, or other competent authority for any of the reasons listed below. The Commanding Officer has final authority in the disenrollment or re-instatement of students.

a. Cheating - Cheating is a serious offense which is inconsistent with the good order and discipline within a training environment. Alleged violations of the Academic Honor Code will be referred to the Academic Honor Code Panel for investigation and disposition recommendation to the Commanding Officer. Incidents may be referred to Non-judicial Punishment (NJP).

b. Disciplinary - Violations of the Uniform Code of Military Justice (UCMJ) or CO's Policy Statements at any time after arrival or during enrollment are causes for automatic disenrollment. This includes, but is not limited to cases involving substantiated substance abuse and theft.

c. Lack of aptitude - The inability to demonstrate the capacity to acquire the knowledge and skill required of those who hold the Navy Enlisted Classification (NEC) for which the student is enrolled.

d. Poor attitude - as demonstrated by:

(1) Lethargic behavior (i.e. sleeping in class, consistent lateness, indifference to instruction, unauthorized absenteeism, etc.),

(2) Disruption of the classroom, argumentative or distracting behavior,

(3) Lack of participation, both in and out of class (i.e. homework assignments, question and answer periods, lack of enthusiasm during laboratory procedures etc.), and/or

(4) Failure to possess the desired character or characteristics to become an advanced technician.

JAN 29 2010EDUCATIONAL SERVICES OFFICE (ESO)

The Educational Services Office (ESO) is located in the Administration Services Department. The ESO provides liaison between PSD Balboa and NSHS SD staff and students in all matters pertaining to advancement examinations, requirements for participation in advancement exams, and requesting a DD295 (Application for the Evaluation of Learning Experiences During Military Service).

The Educational Services Office (ESO) also provides liaison/assistance with the Navy Campus Office regarding tuition assistance, CLEP exams, SOCNAV program, and the Navy's National Apprenticeship Program, among other programs.

EDUCATION SERVICES SUPPORT DEPARTMENT (ESSD)

The Education Services Support Department (ESSD) provides various types of educational support for student learning activities. These student support services are provided by Instructional System Specialist (ISS) staff.

ISS staff is the primary instruction and learning consultants for education, training and learning activities. They are tasked with providing professional advice and consultation to students and staff on teaching skills, study technique, time management, memorization, concentration, test taking strategies, and assist with remediation plans and counseling.

ELECTIVE SURGERY

Elective Surgery (cosmetic, PRK, Lasik, etc.) is not authorized while in a student status. In the rare exception, students must route a request through the chain of command for approval before committing to any procedure or date for surgery to include same-day procedures with minimal recovery periods. The Commanding Officer will make the final decision on a case by case basis.

EMERGENCY PHONE NUMBERS

Fire:	9-911 (from NSHS SD)
OOD/Quarterdeck:	(619) 532-9712
Administrative Services Department:	(619) 532-7795
Command Master Chief:	(619) 532-7800
Facilities/Security:	(619) 532-7733

NOTE: Family members may contact you through your Military Advisor in case of an emergency or to leave a message.

EXCHANGE FACILITIES (NEX)

JAN 29 20111. Barber Shop

Building 1

Hours of Operation:

Monday through Friday

0700-1800

Saturday/Sunday

Closed

2. Liberty Port Cafe

Located in Building 26 - 1 Basement

3. Laundry/Tailor/Dry Cleaning/Shoe Repair

Building 26

619-525-1515

Monday through Friday

0930-1500

4. Exchange Retail Store

a. Building 1 Basement

619-238-1875

Monday through Friday

0700-1900

Saturday

0900-1700

Sunday

0900-1600

b. Building 26

619-525-1515

Monday through Friday

0900-1800

5. Navy Exchange Uniform Shop

Building 26

619-525-1515

Monday through Friday

0900-1800

FAMILY ADVOCACY

The Command Family Advocacy Representative (CFAR) is available to provide resources necessary for the education, prevention, intervention and referral for all situations relating to domestic abuse/violence. The CFAR works directly with the Regional Family Advocacy Center (FAC) when a situation has occurred or is suspected to have occurred that involves domestic violence. The CFAR is available 24/7.

Domestic abuse is defined as a pattern of behavior resulting in emotional and/or psychological abuse, economic control, and/or interference with personal liberty that is directed toward a person who is:

1. A current or former spouse or intimate partner.
2. A person with whom the abuser shares a child in common.
3. A current or former intimate partner with whom there is a shared, common domicile.

Domestic violence is an offense that involves the use, attempted use, or threatened use of force or violence against a person of the opposite sex, who is:

1. A current or former spouse or intimate partner.
2. A person with whom the abuser shares a child in common.
3. A current or former intimate partner with whom there is a shared, common domicile.

JAN 29 2012

Child abuse is defined as the neglect, physical, sexual and/or emotional abuse of a minor child.

Victims of abuse are afforded certain rights and services available to them under the Victim Witness Assistance Program. The CFAR can facilitate crisis intervention and referral to appropriate service providers, as necessary.

FOREIGN LANGUAGES

To make certain that all personnel are able to work together using common language and ensure consistency of education, only English will be spoken in the Learning Center during duty hours and during instructional time. Exceptions may be made when staff members utilize their language skills to facilitate communication with non-English speaking patients in the clinical setting or with non-English speaking visitors to NSHS-SD. Languages other than English may be spoken during breaks, lunch, and off duty periods.

FRATERNIZATION

Fraternization is the term used to identify personal relationships which disregard the customary bounds of acceptable senior-subordinate relationships irrespective of the gender of the members involved. Fraternization threatens the integrity of the command structure, undermines mission accomplishment, decreases morale and detracts from the otherwise noteworthy accomplishments of personnel. Fraternization will not be condoned at this command and such inappropriate relationships subject the parties involved to disciplinary action under the Uniform Code of Military Justice (UCMJ). Inappropriate relationships include relationships between students and staff (both military and civilian) and relationships between student leaders and classmates. For concerns and questions regarding fraternization, contact the Command Equal Opportunity Coordinator or a member of the Command Assessment Team.

GAMBLING

Gambling is strictly prohibited.

GOVERNMENT TRANSPORTATION

The use of all DOD motor vehicles is restricted to official purposes only. Official vehicles are to be used for official Navy business and will not be dispatched for personal use. Both a valid state driver's license and authorization by the cognizant authority must be in the possession of the driver. The command has three 12-passenger vans that may be used to transport students to/from training sites or other official command functions. Reservations for the passenger vans are made by the Military Advisor via electronic request to the Facilities Department at least five working days prior to the desired date of use. Uniform of the day shall be worn when operating a DoD motor vehicle.

JAN 29 2010

GRADUATION

Formal graduation ceremonies are held upon completion of each course of instruction. The date of the ceremony will be announced during the indoctrination period, though the specific time will not be confirmed until closer to graduation date. The Military Advisor will coordinate the Commanding Officer's and Command Master Chief's schedules when setting the ceremony time. Family and friends are cordially invited to attend.

All graduates will officially detach NSHS SD and depart for their next duty assignments on graduation day. All transfer requirements and special screenings will be completed prior to graduation day. Students are not to make any travel arrangements prior to 1600 to enable the completion of last minute administrative requirements.

GRADUATION HONORS/SPECIAL RECOGNITION

1. Academic Awards. Each class will designate student(s) for special recognition at graduation based on cumulative grade point average.

a. Distinguished Honors Graduate. The student with the highest academic average over 95% is designated the Distinguished Honor Graduate, provided the student meets the selection criteria and meets all standards of performance specified in the Student Evaluation Plan (SEP).

b. Honors Graduate. If no student meets the criteria for Distinguished Honors Graduate, then the student with the highest academic average over 90% is designated the Honors Graduate, provided the student meets the selection criteria and meets all standards of performance specified in the SEP. In the event no student meets the criteria for Honors Graduate, then no honors will be awarded.

c. Graduate with Honors and Distinction - All students with an academic average over 95% will be designated as "Graduating with Honors and Distinction", provided they meet the selection criteria and all standards of performance specified in the SEP.

d. Graduate with Honors - All students with an academic average over 90% but less than 95% will be designated as "Graduating with Honors", provided they meet the selection criteria and all standards of performance specified in the SEP.

2. Eligibility for Honors. Students who have adverse actions administered under the Uniform Code of Military Justice (UCMJ) or were setback from a previous class for academic reasons (other setbacks will be considered individually) are not eligible for Honors.

GROOMING STANDARDS (MALE)

1. Hair. Hair will be neat, clean and present a groomed appearance at all times. The primary consideration remains a neatly groomed appearance for the hairstyle and the type of hair that the individual has, with 4" length and 2" bulk the maximum under any circumstance. In no case will the bulk or length of hair interfere with the proper wearing of military headgear.

JAN 29 2008

Varying hairstyles are permitted provided these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with the proper wearing of military head gear. "Eccentric" hairstyles are prohibited at all times. Sideburns shall be neatly trimmed in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line.

2. Facial Hair. The wearing of beards is not authorized. Temporary exception to the above may be granted at the command level for documented medical reasons endorsed in writing by a medical officer or other appropriate medical authority. Mustaches, if worn, will be non-eccentric, short, neatly trimmed. No portion of the mustache shall extend below the lip line of the upper lip. It shall not go beyond a horizontal line extending across the corners of the mouth and no more than $\frac{1}{4}$ inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended shall not exceed approximately $\frac{1}{2}$ inch.

3. Wigs or Hairpieces. May be worn by active duty personnel while in uniform on duty status only for cosmetic reasons to cover natural baldness or physical disfigurements. Wigs may be worn by Navy Reserve personnel engaged in active duty for training. When a wig or hairpiece is worn, it will be of good quality and fit, present a natural appearance, not interfere with the proper performance of duty, not present a safety hazard and will conform to the grooming standards set forth in these regulations.

GROOMING STANDARDS (FEMALE)

1. Hair. Hair will be clean and neatly arranged. When in uniform, hair may touch but not fall below the lower edge of the collar. No hair shall show under the front brim of the combination hat or the garrison cap. Afro, natural, bouffant, and other similar hairstyles are permitted, but exaggerated styles, including those with excessive fullness or extreme height, are not authorized. In no case shall the bulk of hair interfere with the proper wearing of military headgear. "Eccentric" hairstyles are prohibited at all times in uniform.

2. Hair Ornaments. Hair ornaments such as ribbons will not be worn. Pins, combs or barrettes similar to the individual's hair color may be worn. Hair coloring must look natural and compliment the individual. Visible hairnets will be worn only if authorized for specific duty.

3. Wigs or Hairpieces. Hair pieces or wigs, if worn while in uniform or duty status shall be of good quality and fit, present a natural appearance, not interfere with the proper performance of duty, nor present a safety hazard and will conform to the grooming standards set forth in these regulations.

HEALTH CARE/SICKCALL/TRICARE

1. Students requiring evaluation for acute medical needs are seen by appointment at Sick Call in the Military Health Department, NMCS Building 1. Appointments can be made by calling (619) 532-6666. Injured or seriously ill students should report directly to the Emergency Department.

JAN 29 2010

Sick Call Hours (By Appointment Only):

Monday-Friday: 0700 - 1600

Weekends: 0800 - 1600

2. Other appointments are available Monday thru Sunday 1600-2000. Call for appointments at (619) 532-6666.

3. Overseas Screenings:

Hours: Monday - Friday - 0800 - 1600 Walk-In or By Appointment

4. Student medical records are maintained in Outpatient Records, NMCS Building 1-1.

5. Information regarding enrollment and Healthcare Benefits for family members can be obtained at the Triwest Service Center located on the 2nd Floor of NMCS Building 2. The Triwest phone number is 1-888-874-9378.

6. Appointments for family members can be made by phone through the Tricare Appointment Line (619) 532-8225, Mon- Fri 0600-2000, Weekends/Holidays 0800-1800 or on line at www.tricareonline.com.

HITCHHIKING

Hitchhiking is dangerous and not in keeping with the dignity, high standards of conduct, and self-reliance expected of personnel in Naval service. It can cause traffic accidents, injuries, and fatalities and has, in some cases, led to personnel being victimized by unscrupulous drivers. No member of this command shall, on a public road, street, or highway, endeavor by words, gestures, or otherwise beg, solicit, or hitchhike a ride in or on any motor vehicle. Accepting rides at authorized service personnel pickup stations is permitted.

HOLD STATUS

Students may be placed on hold for a variety of reasons during and/or after completion of their program. Students who are placed in a hold status will be transferred to Holding Company under the cognizance of the Head, Facilities Department.

1. Administrative Hold - students may be placed on administrative hold for a variety of reasons to include, but not limited to awaiting receipt of PCS orders or completion of overseas screening. Students may not be placed in an Administrative Hold status for personal reasons.

2. Legal Hold - A student who is a suspect or witness in a civilian or military legal matter may either be retained in class or removed from class and placed in a hold status per the CO. Any student pending action by a court martial will be temporarily withdrawn from class and may be re-instated upon adjudication of their court martial if possible. Graduation may be delayed until the matter is resolved.

JAN 29 2010

3. Medical Hold - students that experience unexpected medical events while enrolled in class may be placed on hold for medical reasons until such time that the medical event is resolved and the student is cleared for duty. This does not pertain to routine SIQ.

HOUSE HUNTING LEAVE

Students who check-in early may request unfunded TAD for house hunting leave prior to their class convene date. They must be authorized or approved to receive BAH before approval house hunting TAD is approved. TAD is authorized for five (5) working days, but may be combined with weekend days for a total of nine (9) days. No cost TAD house hunting leave is a privilege, not a guarantee, though staff will do their best to accommodate your needs. Incoming students shall not enter into any off-base rental agreements before a BAH request is approved. House hunting leave is not authorized after graduation and may be requested upon arrival at your gaining command.

HOUSING REFERRAL OFFICE

Naval Station Building 3544 (Dry Side of 32nd Street Base near Commissary)
Phone: (619) 556-8443
Hours: 0800-1700, Mon-Fri.

Please be aware that the San Diego area is classified as a critical housing area. Housing is both difficult to find and expensive in terms of rent/mortgage, utilities, and insurance. If you plan to have your family accompany you, it is imperative that you work closely with the Navy Housing Referral Office. No matter what contact you may have had prior to arriving in the area, you *must visit the Navy Housing Referral Office* as soon as possible to fully complete and confirm your housing request. The Navy Housing Referral Office can also assist you in finding civilian housing that will suit your budget and be safe for the family.

IDENTIFICATION CARDS

The Armed Forces Identification Card (DD Form 2P) is issued to persons in the Armed Forces to assist in identifying the bearer and establishing his or her position in the Armed Forces. The card, which is the property of the United States, shall be carried by personnel at all times. It shall be surrendered only for identification or investigation purposes. The Head, Facilities Department shall be immediately notified in the event of loss of identification card. To replace the identification card, submit a special request chit via your chain of command.

Any person altering, damaging, lending, counterfeiting, or using the identification card in an unauthorized manner shall be subject to penalty as prescribed by law. Lending or giving the Armed Forces Identification Card as security or collateral for recreational activities is unauthorized and is punishable under the Uniform Code of Military Justice.

JAN 29 2010

INDEBTEDNESS

Members of the Naval Service are expected to pay their just financial obligations in a proper and timely manner. Each student should remember that:

1. The way in which private financial affairs are handled provides a reliable indication to seniors of the general character, maturity, and trustworthiness of the individual. Failure to pay just debts, or repeatedly incurring debts beyond one's ability to pay is evidence of irresponsibility and may jeopardize one's security clearance status, advancement status, duty assignment, qualification for reenlistment, or extension of enlistment, and in aggravated circumstances, may become grounds for disciplinary action or administrative discharge.

2. Prior to accepting any credit plan, members should evaluate their financial status and establish a budget which will prevent indebtedness.

3. Consultation with a legal assistance officer or financial counselor when planning a large purchase on credit will help to avoid financial over-commitment. NSHS SD has financial counselors available for assistance with budget and other personal financial planning.

4. Be wary of "high-pressure" salespersons. There are many salespeople who may not seem "high-pressure," who have a counter-offer for every objection and who can paint an "easy" program for payments on purchases. Many of them are practiced and know how to talk you into a purchase. Be careful!

INSPECTIONS

Each student is responsible for maintaining their personal appearance and living spaces in a constant state of readiness for inspection. The Military Advisor will inspect the class on a regular basis to evaluate personal appearance. Command health, welfare, and safety inspections are conducted on a random, periodic basis.

JEWELRY

Jewelry is authorized for all personnel per Navy Uniform Regulations. Body piercing is not authorized for male or female members.

LAUNDRY FACILITIES

Washers, dryers, and ironing boards are located in all BEQs. Equipment problems should be reported to the respective BEQ staff. Dry cleaning and tailoring service are available in the Navy Exchange located in Building 26.

LEAVE

1. Annual Leave for Student Personnel. Annual leave is not normally granted to student personnel under or awaiting instruction except on a case by case basis. The Commanding Officer will set an annual holiday leave

JAN 29 2010

period during which time students may request annual leave. Guidance will be published concerning procedures to be followed for requesting leave during this period.

2. Emergency Leave. Emergency leave may be granted at the Department Head's discretion when the situation warrants. Red Cross messages are no longer required for active duty members to go on emergency leave. Emergency leave outside the United States will be at the discretion of the Commanding

3. Leave Granted Upon Graduation. Students may take leave upon graduation if authorized in PCS orders and the student has an adequate leave balance. Students taking leave in CONUS do not need to fill out a leave request when taking leave in conjunction with a PCS transfer. Students desiring to take leave outside of the continental U.S. must have prior approval. Students should check with the Administrative Services Department at least 60 days prior to commencement of travel to identify any training and/or security requirements for the specific country to which they will be traveling.

4. Leave While on Legal Hold. Students in a Legal Hold status will not normally be granted leave. All leave requests must be routed through the Legal Department and be approved by the Commanding Officer.

5. Convalescent Leave. In the event of severe illness or emergency surgery, convalescent leave may be recommended by the medical provider. All convalescent leave requests must be approved by the Commanding Officer. Dependent on the number of missed academic days, the student may be setback to the next convening class.

LEGAL SERVICES

NSHS SD Legal Department can provide general and special power of attorney services and notarizations for staff and student personnel and their dependents with a valid military ID card. Hours of operation are 0730-1100 and 1300-1500. If a legal issue is deemed emergent or requires immediate attention, personnel may seek guidance on a walk-in basis. Appointments may be requested via email, phone, or face-to-face. Contact information is provided below.

Legal Officer: (619) 532-9578

Command Legalman: (619) 532-7938

The Naval Legal Service Office Southwest (NLSO SW) Legal Assistance Department is located in Building 56 aboard Naval Base San Diego and provides paralegal and attorney services to military and retired personnel and their dependents. The Legal Assistance Department can be reached at (619)556-2349.

Services can also be received at the NLSO office located aboard Naval Base Coronado (North Island) on the 2nd deck of Building 318. This office can be reached at (619)545-6437.

JAN 29 2010

Services at both NLSO locations are provided on a walk-in basis unless you have been formally appointed a military lawyer in writing to handle your case. Advice cannot be given telephonically.

Paralegal Services that do not require the consultation of an attorney include:

- General & Special Powers of Attorney
- Divorce Information
- Notarizations
- Name Changes
- Real Estate Powers of Attorney

Attorney services requiring consultation include:

- Adoptions/Guardianship
- Small Claims Court
- Military Rights & Benefits
- Special Immigration Services
- Wills/Trusts

LIBERTY

Routine liberty hours are from 1530 to 0645 except on days when physical fitness training or field days are scheduled. Liberty will commence upon completion of the workday. Liberty schedules for holidays will be promulgated in the Plan of the Week (POW). Weekend liberty commences at 1530 on Friday and expires at 0645 Monday. Personnel are expected to manage their personal affairs to coincide with routine liberty hours; however, if circumstances are of such a nature that other than routine liberty is required, a special request must be submitted through the chain of command.

LIBERTY IN TIJUANA, B.C. MEXICO

Per NSHSSDIEGOINST 1050.7G, all military personnel E-6 and below must route a Special Request Chit that includes the name of your travel buddy, a copy of current Level 1 Anti-Terrorism (OUTCONUS) training (within least 6 months), completed Mexico Liberty Safety Checklist, copy of valid passport and proof of registration with the US Consulate via their chain of command to the CO for permission to visit Mexico. Service members who fail to obtain command approval will be found in violation of the Uniform Code of Military Justice. Personnel E-7 and above must inform their chain of command of intent to travel to Mexico.

All staff and student should read, fully understand and comply with the requirements of NSHSSDIEGOINST 1050.7G before submitting requests to visit Mexico. Special Requests should be submitted in a timely manner to allow for proper review, but must be submitted at least 72 hours prior to requested travel dates.

Behavior of service members visiting Tijuana should be courteous and proper at all times. As with any other town, Tijuana has its share of unscrupulous merchants, bartenders, bar maids, and cab drivers. Travel in

JAN 29 2010

groups, return before dark. Be careful and be smart! While in Tijuana or anywhere in Mexico take responsibility not only for your behavior and safety, but also for the behavior and safety of your shipmates. Use of the Buddy System is strongly recommended.

Service members are required to register online with the American Consulate prior to traveling to Mexico and this can be accomplished at the following website <https://TRAVEL.STATE.GOV/TIPS/REGISTRATION/REGISTRATION1138.HTML>. Members are also encouraged to carry the following numbers during travel into Mexico. Phone numbers to use when calling from phones in Mexico:

U.S. Consul General in Tijuana: 011-5266-22-7400
619-692-2154 (US side)

U.S. Navy Border Shore Patrol: 619-428-2427, 619-428-1318
(Duty Office): 619-572-1584

LINEN (For BEQ Residents only)

One blanket, two sheets, one pillowcase and one pillow are issued to student personnel occupying quarters. Students shall be held financially responsible for issued linen, and on the morning of graduation shall turn in issued linen.

MAINTENANCE ISSUES

The Facilities Department is responsible for coordinating the completion of all services related to building maintenance issues. Students should inform their Military Advisor and he/she will contact the Facilities Department. If the issue does not get resolved in a timely manner you should follow-up with your chain of command. BEQ Maintenance requests will be processed at the respective BEQ.

MEALS, MESSES AND DINING FACILITIES

Student personnel attached to NSHS SD may dine in the Naval Medical Center San Diego general mess. You must have your meal pass and I.D. card in your possession. If on commuted rations, you must pay for your meal.

Dining facility hours are as follow:

<u>Weekdays</u>	<u>Weekends</u>
Breakfast 0530-0800	CLOSED
Lunch 1030-1300	CLOSED

There are several food vendors located in the NMCS D Courtyard and in Building 26. A mobile canteen is located on the grinder next to BEQ 41 Monday-Friday 0700-0840 and 1130-1230.

MORALE, WELFARE AND RECREATION

Whether you enjoy professional sporting events, water activities, mountain climbing, snow activities or cultural events, Southern California has something for you. Reduced price tickets, discount cards, hotel discounts and area information are available at the NMCS D Morale, Welfare and Recreation (MWR) office located in Building 2.

Complete information on MWR services (tickets, tours, travel, movies, lodging, marinas, hobbies and crafts, vet clinic, etc) available throughout the region, please visit their website;

<http://www.mwrtoday.com/Sandiego/resources.htm>

Additional information concerning things to do and events in the San Diego area is available at Miramar Marine Corps Air station and 32nd Street Naval Station. The Marine Corps Community Services websites;

<http://www.usmc-mccs.org>

<http://www.mccsmcrd.com>

<http://www.mccsmiramar.com>

NAVY/MARINE CORPS RELIEF

The Navy/Marine Corps Relief Society Office is located at the Naval Station. Information may be obtained by calling (619) 556-8283/84. For assistance after hours, call the Red Cross at 858-309-1200 or 1-800-951-5600.

OFF-DUTY EDUCATION

Students may enroll in off-duty education only if it enhances the student's course of instruction. Enrollment and Tuition Assistance applications will be completed by the Military Advisor. NSHS SD reserves the right to remove a student from off-duty collegiate activities based on academic/non-academic performance.

OFF-DUTY EMPLOYMENT

Students may not engage in off-duty employment.

OFF LIMIT ESTABLISHMENTS, AREAS OF CAUTION AND SAFETY ADVISORY

The Armed Forces Disciplinary Control Board (AFDCB) and Commander Navy Region Southwest (CNRSW) have declared certain establishments and locations in San Diego off-limits to military personnel. Students should review the current listing of these establishments posted outside of the Facilities Department on the first deck and outside of the Legal Department on the second deck. These areas have been identified as off-limits due to violent criminal and gang activity or recurrent misconduct by military members. Where circumstances warrant, the identities of military personnel found at these establishments will be forwarded to commands for appropriate action.

JAN 29 2010

OMBUDSMAN

The Chief of Naval Operations established the Navy Family Ombudsman Program to help improve Mission Readiness. The Command Ombudsman is an appointed representative of the Commanding Officer who serves as a communication link between the Commanding Officer and family members in addition to being a source of information and referral specialist.

Family Ombudsman Days are conducted each quarter to welcome new students and family members and familiarize them with local family support services. Attendees are provided with the opportunity to tour the facility and meet the staff for their family's respective program.

PAY

Students are strongly encouraged to review their Leave and Earnings Statement (LES) at My Pay to make sure all pay, allowances, and other financial entitlements are in order. If you are receiving pay, advancements, allowances, or financial entitlement for which you are not eligible, it is imperative that this situation be corrected immediately. Over-payments are collected immediately and in large sums. Do not jeopardize your financial integrity or your career through mismanagement of your pay and allowances.

PHYSICAL READINESS AND HEALTH

1. All students are expected to maintain health and physical readiness standards in accordance with Navy standards. Students enrolled in a course of instruction longer than 16 weeks must successfully complete an official Physical Fitness Assessment (PFA) prior to graduation. Dates of the official PFA will be promulgated in accordance with the schedule of each individual school and students should consider this information as their official 10 week notification.

2. Body Composition Assessments (BCA) will be conducted several times throughout the training period. A BCA will be conducted by the designated CFL/ACFL within the first 72 hours of the class convene date and will be recorded in the student record. Those students 1%-3% over the maximum allowable BCA will be permitted to enter their training program and will be enrolled in the command Fitness Enhancement Program. A repeat BCA will be obtained 10 weeks after enrollment and students who remain over the maximum allowable BCA will be disenrolled. Students who are greater than 3% over the allowable body fat percentage will not be permitted to class-up and will be made available for PCS orders.

3. BCA measurements will be conducted prior to any clinical portions of the curriculum and within 10 days of graduation. If a student exceeds standards, they will receive written counseling, be placed on FEP, and receive other administrative processing as required by the current OPNAVINST. An administrative message will be sent to the receiving duty station of any student who exceeds body composition standards or fails any portion of the PFA prior to graduation.

JAN 29 2010

4. NSHS SD takes physical fitness standards very seriously and will take appropriate administrative actions. Courtesy BCA measurements may be requested prior to the class convening date to enable students to comply with Navy standards. Students awaiting school may voluntarily participate in the command FEP. Students are discouraged from using rapid weight loss methods that may be detrimental to their health.

5. Physical fitness training is conducted three times per week. Schedules will be provided by the respective military advisors.

PLAN OF THE WEEK (POW)

The Plan of the Week (POW) is published weekly and available on SharePoint and will be posted in the classroom. Students are expected to be familiar with POW contents and comply with all directives/guidance contained therein. Military Advisors will review the POW with their class and provide a copy to students if requested.

All POW entry requests are due to Administrative Services Department NLT 0900 on the Wednesday prior to the date of the POW the entry is to be run. Military Advisors can e-mail POW notes to the points of contact listed on the last page of the POW.

POST OFFICE

Mail is available for pick up in the Mailroom Monday through Friday, 1300-1530. Two Mail Petty Officers shall be assigned for each class and will be issued mail cards allowing them to pick up class mail and deliver to students. Holding Company personnel will receive mail from Facilities Department. Personal outgoing mail is not handled through the NSHS SD Mailroom. There is a U.S. Post Office located in Bldg. 1-1, open from 1030-1300 daily, excluding holidays. Services include parcel post, express mail and sale of postage stamps. A U.S. Post Office Drop Box is available in the atrium.

RECREATION AND SPORTING FACILITIES

The following recreational facilities are available:

Billiards/Weight Room/Exercise Equipment	Building 26
Personal Trainers	Building 26
Library	Building 5
Pool/Aerobics/Exercise Classes	Building 12
Racquetball/Basketball	Building 12

To check out sports equipment or make reservations for the tennis courts, softball field, volleyball court, racquetball courts and/or BBQ area, members may go to Building 12 Mon-Fri 0600-2100 or call (619) 532-6080/8516.

JAN 29 2019

RED CROSS

The Red Cross maintains an office at NMCS D, Building 1. The telephone number is (619) 532-8435. Red Cross representatives are there to assist you from 0800-1200, Monday through Thursday. If a family problem arises, please have a member of your family notify the NMCS D Red Cross, your family minister, or the Red Cross chapter in your hometown. The Red Cross emergency contact number is 1-800-951-5600.

RESPONDING TO SUICIDAL IDEATION

ANYONE can experience suicidal feelings or ideations under stressful circumstances. A combination of factors can overwhelm an individual and possibly lead to suicidal ideations. Some of these factors may be: separation from family, financial problems, personal loss and grief due to death, divorce, or a broken relationship, unexpected pregnancy, being a victim of assault, rape, or abuse, a sense of loss due to personal or professional failure or fear of such failure. Severe depression, low self-esteem, and intense feelings of fear, anxiousness, isolation, and hopelessness are common. Individuals may also experience a disruption to normal eating and sleeping habits, display an increase in the consumption of alcohol or certain medications, become unusually quiet or aggressive, seek isolation from others, or verbally express thoughts of committing suicide. If you feel that you or someone you know is experiencing suicidal tendency or ideation, TAKE ACTION IMMEDIATELY. Make sure that authorities know their name, rank, physical location, and school/class (if known). It is imperative that help is sought before the emotional stress escalates. During normal business hours you may approach your Instructor or Advisor, Class Adjutant, the Chaplain, Sick Call, or call 9-911. After hours you may contact the OOD, the Chaplain, the Emergency Room at the Naval Medical Center, or call 9-911.

RESTRICTED AREAS ON NMCS D COMPOUND

NSHS SD students shall not enter the following NMCS D areas except when properly authorized:

1. All ward and clinic areas, except in the performance of official duties, for treatment or during authorized visiting hours.
1. All unoccupied buildings.
2. All ravines and unfinished ground areas.
5. All hillside areas where walkways are not provided.
6. Senior Officer quarters behind NSHS SD.

SAFETY

The health and safety of staff and students is a primary concern of the Commanding Officer. Safety concerns and questions can be directed to the Command Safety Officer.

JAN 28 2010

1. All on or off duty injuries must be reported to the Chain of Command via the NSHSSD 5100/2, Supervisor's Report of Injury or Illness immediately following return to work. Once the form has been completed and signed by the Chain of Command, forward to the Safety Officer.

2. All unsafe conditions/processes should be reported immediately to the Safety Officer during working hours and to the OOD after hours.

3. Seat belt usage is required both on and off base.

4. Use of cell phones without hands-free equipment is prohibited in the State of California. Text messaging while driving is illegal for all government employees.

5. Helmets and other protective equipment are required while riding a motorcycle on or off base. All motorcycle owners are required to attend a Navy Safety Center approved Motorcycle Safety Course, prior to riding a motorcycle. Personnel to include government civilians that ride motorcycles or ATVs must report to the Safety Officer for completion of the Motorcycle Safety Page 13.

6. Fire Safety - All personnel shall become familiar with the location of all fire extinguishers and alarms in or near their workspaces as well as the proper use of fire extinguishers. Fire extinguishers are inspected monthly and can be used on Class A, B, and C fires. Fire drills are conducted at the minimum on an annual basis. When a fire alarm sounds, personnel are to evacuate the building in an expeditious and orderly manner. Windows and doors should be closed only if time and safety permit. No one may re-enter the building until instructed to do so by either a Fire Department official or a Military Advisor. In case of a fire, call 9-911 and activate the nearest alarm box.

7. The primary evacuation muster site for all hazards, emergencies and drills is the softball field located adjacent to the base gym. Personnel whose classrooms or offices are located on the east side of the atrium will exit the east side of the building and utilize the bridge to get to the evacuation muster site. Personnel whose classrooms or offices are located on the west side of the atrium will exit the west side of the building and utilize the adjacent road behind the building (McIntire Dr) to get to the softball field. Personnel will muster with their respective departments and remain at the evacuation site until cleared by the Commanding Officer or Fire Officials. The alternate muster site is the "O" lot. The "O" lot is only to be used as an evacuation muster site if the softball field is unavailable.

8. Automatic external defibrillators are located on each deck of the Learning Center in the west corridor directly across from the Compass Room, Admin Operations Section and Room 360.

SCHOLASTIC PARTICIPATION

You are here on official orders and, as such, are expected to put forth maximum effort and participation, both militarily and scholastically. Active participation is expected of each student. Non-participation indicates a lack of interest and inattention to duty.

JAN 29 2010

SERVICEMEMBER'S RIGHTS AND RESPONSIBILITIES

1. Navy Policy Statement. It is the policy of the Navy and of this Command to conduct all of its affairs free from arbitrary discrimination, and to provide equal opportunity and fair treatment to all without regard to race, creed, color, national origin, or gender in accordance with the laws of the United States and the regulations governing the Department of Defense and the Navy. Supporting this policy are the following service member's rights and responsibilities:

a. Service members have the right to present any legitimate discrimination complaint/grievance to the command without fear of intimidation, reprisal, or harassment.

b. Service members have the right to know all the alternative steps and levels for making complaints and appealing decisions.

c. Service members also have the right to communicate with the Commanding Officer at a proper time and place.

d. Service members have the responsibility to submit only legitimate complaints/grievances and to exercise caution against idle, immature or reckless charges.

2. Formal and informal procedures are in place address complaints of discrimination or grievances.

SET BACK

Any student who misses 24 or more class hours for reasons beyond their control (i.e. hospitalization, emergency leave, etc.) may be considered for set back for non-academic reasons. Students may be set back to that part of the curriculum completed prior to the absence.

In extreme circumstances, a student may be recommended for set back due to academic reasons, though this is an infrequent occurrence. Students who are setback due to academic reasons will be required to undergo remedial training or be enrolled in basic skills training prior to returning to class.

SEXUAL ASSAULT

Sexual assault is a crime. Sexual assault is defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority, or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts. Sexual assault can occur without regard to gender, spousal relationship, or age of victim. Consent shall not be deemed or construed to mean the failure by the victim to offer physical resistance.

If you have been a victim of sexual assault, please call the Command Sexual Assault Victim Intervention (SAVI) Representative at 619-302-6809, the SAVI 24-hour hotline at 619-692-5909, or the Sexual Assault Response Coordinator (SARC) at 619-553-8556. An advocate will guide you through the

1 AUG 2019

process, and let you know what your rights are. Victims of a sexual assault can decline an official investigation only if they state their desire to the SAVI Advocate or Sexual Assault Response Coordinator.

Restricted reporting can be used by an individual to disclose that he/she has been a victim of sexual assault in a confidential manner and receive all appropriate medical evaluation and treatment. Under these circumstances, the Victim's Report and any details provided to the SARC, or a Victim Advocate (VA) will not be reported to law enforcement or chain of command and an official investigation will not be initiated without the victim's consent.

****Please note that under California state law, victims of sexual assault cannot make a restricted report via medical/healthcare personnel. Healthcare/Medical personnel are mandated in the State of California to report any incident of sexual assault to law enforcement****

Unrestricted reporting is used by the victim of an assault that does not request confidentiality and discloses details of the incident and initiates an official investigation. The victim will receive all appropriate medical evaluation and treatment.

SEXUAL HARASSMENT

The Department of the Navy defines sexual harassment as a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or
2. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person or
3. Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.

4. Concerns and questions regarding equal opportunity or sexual harassment should be referred to the Command EO Advisor or to a member of the Command Assessment Team.

SICK-IN-QUARTERS POLICY

This Command's policy concerning personnel being placed in sick-in-quarters (SIQ) (no duty) category is as follows:

JAN 29 2010

Personnel may be placed in a SIQ status by a medical/dental officer or other health care provider. This status is for disease or injury of a nature that does not require inpatient care, but such that the member should not return to duty immediately. The maximum elapsed time to return the patient to a duty status will not exceed 72 hours. The individual must report to routine sick call for reevaluation at 0645 the next workday after being placed in sick-in-quarters status, regardless of the time of day placed in that status. Barracks residents should place a copy of their SIQ chit on the outside of their door to limit disturbances or unscheduled room inspections.

STUDENT ADVISORY BOARD

The Student Advisory Board (SAB) provides a forum that allows students to present issues and ideas to improve the quality of training and the training environment. The SAB empowers students to improve their educational experience by working closely with the leadership of NSHS SD to identify and solve critical problems. Each class will select one student to serve as the primary representative to the SAB though meetings are open to the entire student population. Class representatives will gather input for discussion and work closely with other SAB members to identify and recommend potential solutions to identified issues.

STUDENT BILL OF RIGHTS

You are a valued member of our team and as such, you have the right to:

1. Be informed about rules and regulations that effect your training and daily life.
2. Receive top-quality skill and military training.
3. Work and live in an environment free from racial discrimination or sexual harassment.
4. Reject improper or immoral "order", suggestion, or requests from anyone, instructor, staff, student, officer, enlisted, or civilian.
5. Be treated fairly with dignity and respect.
6. Report improper or immoral behavior to the proper authorities, through your chain of command or other channels, without fear of reprisal.

STUDENT LOCKERS

Lockers will be made available for students based on student needs as determined by the Facilities Department. Lockers remain the property of the command and will be ready for inspection at all times. Lockers will be assigned and issued for use by the Military Advisors or the Facilities Department as appropriate.

JAN 29 2010

1. Student Lockers must contain and adhere to the following standards:
 - a. Student name, Class # and School will be listed on the magnetic tape label provided on all passageway lockers. Lockers in classrooms will be likewise labeled or will have an assignment roster posted.
 - b. Locks will be provided by the student and will be used at all times.
 - c. No food items will be stored in the locker.
 - d. Students will not decorate or place stickers of any type on the inside or outside surfaces of the locker.
 - e. No items will be stored on top or beneath the lockers.
 - f. Lockers must be kept neat and clean with nothing hanging out of the slots or any type of personal marking, engraving or scratching of the locker surfaces.
 - g. Lockers must be emptied and cleaned by the student and turned over to the Military Advisor or Facilities Department upon graduation or student movement to another class or department within the command.
2. Maintenance will be provided by the Facilities Department and lockers will be inspected on a weekly basis by appropriately designated personnel (e.g. Military Advisor or Facilities Department staff member).
3. At no time will a locker be utilized without proper authorization.
4. Students must utilize restrooms or other designated areas for changing clothes and will not change clothes near any lockers.

SUBSTANCE ABUSE

Substance abuse is defined as the use of any form of alcohol, drugs, or any other substance to the extent that it has an adverse effect on the user's health, personal or professional behavior, family, community, or the naval service. Excessive use of alcoholic beverages, use of illicit drugs or substances, misuse of prescribed controlled medication, and the possession, sale, or transfer of illegal drugs or substances are incidences of drug abuse. In keeping with Navy policy, there will be "zero tolerance" of drug and alcohol abuse. Students may seek assistance from the command Drug and Alcohol Prevention Advisor.

TELEPHONES

1. Official Telephones. The Department of Defense requires that each individual be informed that all official telephones are subject to security and management monitoring at all times. Therefore, official telephones will be used for official business only.

JAN 29 2010

2. Cellular Phones. Cell phones must be turned off and students may not use any function of their cell phones, to include text messaging, while in class or during any other command function (i.e., ceremonies, CO's or CMC's Call, official business, etc.). Students may not use cell phones outside the main entrance of the building or in any indoor corridor. Hands-free devices must be used while operating a motor vehicle both on and off base.

3. Pay Telephones. Pay telephones are located throughout the NMCS complex including Buildings 26 and 41.

4. FAX. The fax machine located in the Administrative Services Department is for official government use only. There is a fax machine located at the Phone Center in BEQ-26, 2nd deck for transmission and receipt of personal faxes.

TOBACCO AND TOBACCO PRODUCTS

NSHS SD is a tobacco-free environment. Use of tobacco or tobacco products is prohibited. Tobacco products may only be used in the smoking area at the South corner of the parking garage across from bldg. 26.

VOTING ASSISTANCE PROGRAM

The US Navy's Voting Assistance Program ensures all Navy department personnel receive timely and accurate information regarding state and federal elections. Election materials, voter registration, absentee ballot requests and submission deadlines are available from the command Voting Assistance Representative.

JAN 29 2017

APPENDIX A

USEFUL PHONE NUMBERS AND WEBSITES

NSHS SD Quarterdeck: 619-532-9712

NMCSD Quarterdeck: 619-532-6400

BEQ 41: 619-532-6269

MILITARY WEBSITES:

Navy Knowledge Online:
<https://wwwa.nko.navy.mil>

Naval Medical Center San Diego Visitor Info:
<http://www-nmcscd.med.navy.mil>

Navy Medicine Manpower Personnel Training and Education Command:
<http://navmedmpcte.med.navy.mil>

Naval Personnel Command:
<http://npc.navy.mil>

Naval School of Health Sciences San Diego Website:
<http://navmedmpcte.med.navy.mil/nshs-sd/index.cfm>

HOUSING INFORMATION:

DOD Automated Housing Referral Network:
<http://www.ahrn.com>

Lincoln Military Housing San Diego:
<http://www.lincolnmilitary.com/sandiego>

Military Housing Office:
<http://www.cnrswhousing.navy.mil/>

Personal Property Office:
Building 3376, Naval Base San Diego
619-556-6683, 888-216-5733
Monday-Thursday: 0730-1600
Friday: 0730-1400

AREA INFORMATION:

Explore San Diego County
<http://www.sddt.com/Community/interactivemap.cfm>

Go There Interactive San Diego Map
http://gothere.com/sandiego/interactive_map_of_san_diego.htm

San Diego Newcomers Guide:
<http://www.militarynewcomers.com/Sandiegoweb/Guide.html>

JAN 9 9 2000

LOCAL MILITARY RESOURCES:

Child Care Assistance/Referral:

619-556-8491, Military Child Development Centers
619-556-7391. Military Family Homecare Program

Fleet and Family Support Center San Diego:

Relocation Assistance
619-556-7404
Hours- 0730 to 1630 Mon-Fri
www.cnrsw.navy.mil/fsc

TEMPORARY LODGING

Department of Defense Lodging/Navy Gateway Inns
<http://dodlodging.net/>

Navy Lodge Reservations
800-628-9466
www.navy-lodge.com

UTILITIES:

AT&T: (800) 310-2355

California DMV:
1-800-777-0133
<http://www.dmv.ca.gov/>

California Smog Info:
<http://www.dmv.ca.gov/vr/smog.htm>

COX Cable (800) 234-6660

Department of Motor Vehicles (DMV) (800) 777-0133

Otay Water (619) 670-2241

San Diego Gas & Electric (800) 411-7343

San Diego Transit (619) 233-3004

Time Warner Cable (858) 695-3220

ADMINISTRATIVE REMARKS
 NAVPERS 1070/613 (REV.07-06)
 S/N: 0106-1f-132-7800

JAN 29 10

SHIP OR STATION: NAVAL SCHOOL OF HEALTH SCIENCES, SAN DIEGO

1. I have received a copy of the NSHS San Diego Student Handbook (January 2010). I have been briefed on the expectations and responsibilities associated with the following topics as outlined in this Handbook and will adhere to all policies and statements contained within.

<u>Date</u>	<u>Topic</u>	<u>Student Initials</u>
_____	Academic Honor Code	_____
_____	Academic Review Boards	_____
_____	Alcohol and Alcohol Related Incidents	_____
_____	Arrive Alive Program	_____
_____	Automobile Registration, Use and Parking	_____
_____	Bachelor Enlisted Quarters and Visitor Policy	_____
_____	Command Drug and Alcohol Prevention Program	_____
_____	Command Managed Equal Opportunity Program	_____
_____	Commanding Officer's Policy Statements <ul style="list-style-type: none"> - Alcohol Abuse - Alternative Dispute Resolution - Equal Employment Opportunity - Fraternization - Protection of Personally Identifiable Information - Safety and Occupational Health - Sexual Harassment 	_____
_____	Computer and Internet Usage	_____

NAME, (Last, First, Middle)	Branch, Class
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JAN 29 2010

<u>Date</u>	<u>Topic</u>	<u>Student Initials</u>
_____	Elective Surgery	_____
_____	Legal Assistance	_____
_____	Off Duty Education	_____
_____	Off-Limits Establishments	_____
_____	Physical Readiness Program	_____
_____	Sexual Assault and Victim Intervention Program	_____
_____	Standards of Conduct and Government Ethics	_____
_____	Student Leave and Liberty	_____
_____	Visiting the Republic of Mexico	_____
_____	Watchstanding Duties and Responsibilities	_____

2. I have had the opportunity to ask for and receive clarification of all topics listed above. I understand I will be held responsible for adhering to all information contained within this handbook as well as all approved command instructions and the Commanding Officer's Policy Statements. I acknowledge failure to adhere to these policies and standards may result in punishment IAW the Uniform Code of Military Justice and may result in disciplinary action and/or processing for administrative separation.

Student Signature

Date

Witness: Military Advisor Signature

Date